



**DHS/DFCS – Social Services Specialist
(Social Services Case Manager) - CPS/Foster Care**

**Job Number:
00024481**

Job Posting: November 15, 2016
Closing Date: Until Filled
Primary Location: GA-Spalding Co – Griffin

Number of Openings: 3
Job: Social Services
Shift: Day Job

SALARY: Pay Grade G-H-I
Salary Range: \$28,005 - \$42,819.47
(Salary Commensurate with Experience)

Current Georgia State Government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- Practice Model: Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement
- Robust Workforce Development: Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path
- Constituent Engagement: Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders

DFCS is seeking candidates for the position of **Social Services Specialist (Social Services Case Manager)**. This position reports to the Social Services Administrator, and will be based in Griffin, Georgia located in Spalding County. The successful candidate will be motivated and passionate about changing the lives of children and families, brings a deep knowledge of child welfare and foster care placement services from a public/private perspective. The incumbent will be able to work in partnership with stakeholders to achieve the mission, vision and Blueprint for Change of the Division.

Job Summary & Responsibilities:

Under limited supervision, the **Social Services Specialist (Social Services Case Manager)**:

- Manages a social services unit that provides investigative and comprehensive case management.
- Directs professional staff in the delivery of services.
- Establishes unit goals.
- Regulates workloads in accordance with agency goals.
- Ensures that immediate and follow-up actions for at risk clients occur in a timely manner.
- Ensures efficient and timely delivery of services.
- Directs professional staff in developing their skills, delivering quality services and documenting efforts.
- Promotes awareness of programs within the community.
- Performs other professional responsibilities as assigned by supervisor.

Core Competencies:

- Demonstrated successful leadership skills:
 - *Leading Change*: Demonstrated ability to lead change as evidenced by an ability to develop and implement an organizational vision.
 - *Leading People*: Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff.
 - *Results Driven Leadership*: Demonstrated knowledge of and ability to plan, prioritize and coordinate large and complex programs.
 - *Business Acumen*: Demonstrated ability to properly utilize human capital, financial resources and information in a manner that instills public trust and accomplishes the organization's mission; demonstrated ability to take advantage of new technologies to enhance the effectiveness of decision making.
- Ability to work effectively at multiple levels of the organization and with multiple project teams
- Excellent oral, written, presentation and interpersonal communication skills
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment

Note: Candidates selected for an interview will be expected to discuss the content of the "*Life as a Georgia Case Manager*" video. Interested applicants should refer to the **Related Links** section of <http://www.dhsjobs.org> to view this video prior to applying for the position.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually, vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account.

Visit: <http://team.georgia.gov/> for more information.

Qualifications:

- **Social Services Specialist 3 (SSP072/PL I) \$34,039:** Master's degree in Social Work from an accredited college.
- **Social Services Specialist 2 (SP071/PL H) \$32,418:** Bachelor's degree in Social Work from an accredited college.
- **Social Services Specialist 2 (SSP071/PL H) \$30,869:** Behavioral Science degree (Bachelor's level or above) + one (1) year case management experience to include one or any combination of the following work responsibilities: assessments, home evaluations, staffing, work with child safety or child welfare **OR** Behavioral Science degree (Bachelor's level or above) + DFCS internship that included a caseload.
- **Social Services Specialist 1 (SSP070/PL G) \$28,005:** Behavioral Science degree (Bachelor's level or above) **OR** Bachelor's degree from an approved, accredited college or university.

Preferred Qualifications:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Child Protective Services certification highly desirable.
- Case management experience in Child Protective Services, Child Welfare or Foster Care.
- Case management experience that involves working with individuals, families, groups, organizations and/or communication of the goal of behavioral changes.
- Law enforcement experience in areas related to DFCS (e.g., family/domestic violence, investigations or interventions involving children or substance abuse).
- Ability to provide transportation and evidence of a valid driver's license for required travel throughout the state.

Note: Educational achievement does not substitute for required case management experience.

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GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!*

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You're Really Going to Like Spalding County

Spalding County is situated in a prime Georgia location with Atlanta 35 miles to the north and Macon 55 miles to the southeast. The major arteries of interstates 75, 85 and 285 are easily accessible to Hartsfield-Jackson International Airport in just 45 minutes. The population of the county is approximately 64,708.

Griffin, the county seat, offers the perfect blend of amenities with hometown values. Built around the community concept, Griffin has advantages of fine neighborhoods, progressive leadership and quality schools, which have created a reputation for welcoming new families and businesses. For more information about Spalding County, please visit www.griffinchamber.com

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

[The Georgia Department of Human Services](#) (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the [Division of Aging Services](#), the [Division of Child Support Services](#), and the [Division of Family and Children Services](#).